[today’s date]

Subject: 2025 AIChE/SPE Joint Workshop

Dear [Supervisor’s name],

I am writing to express my interest in attending the upcoming [AIChE/SPE Joint Workshop on Carbon Capture, Utilization and Storage](https://www.aiche.org/conferences/aiche-spe-joint-workshops/2025). I am confident that attending this workshop will provide me with valuable knowledge and important contacts within the engineering profession and will open new doors and opportunities for our organization.

This AIChE/SPE Joint Workshop is part of an ongoing workshop series, organized jointly by the American Institute of Chemical Engineers (AIChE) and the Society of Petroleum Engineers (SPE). The host society and topic alternates with each iteration, but is always focused on topics that are of mutual interest to the memberships of both societies, with the intention of promoting the open exchange of knowledge and cross-collaboration.

This workshop provides a platform to deepen understanding, exchange knowledge, and enhance practical skills in the evolving field of Carbon Capture, Utilization, and Storage and will add value to my work. Some specific aspects of the technical agenda that are particularly exciting to me include [insert session title, networking events, and other activities you plan to participate in]. Being the [insert job title], it is my goal to attain [insert goals as related to your job responsibilities].

Given that one of our organization’s key goals is to [insert company’s goals], I believe that attending this meeting will contribute to [insert the potential benefits from attending and how they will boost efforts to accomplish company goals].

When I return from the workshop, I plan to deliver a brief presentation on the key takeaways from my experience at the event, including contacts that I gained and the new research and technology displayed in addition to notes from key presentations and workshop materials to share with the team.

Thank you for considering support of my attendance at this important event.

Sincerely,

[Your name]